



CURRENTLY RECRUITING FOR
Mediation Internship
Hillsboro Police Department

The City of Hillsboro is accepting resumes for a Hillsboro Police Department Mediation Internship. Community policing is responsible for building a partnership between police and its community to fight crime together. Community policing is a customer-oriented, innovative approach to building working partnerships within our community that will proactively address issues of crime and enhances quality of life. The Mediation Intern will have the opportunity to work within the Mediation Program and to shadow others in the City to gain knowledge and experience. This is a great internship for a student interested in conflict resolution, criminal justice, community resources, working with people, nonprofit work, or advocacy.

This internship is a temporary part-time 20-30 hr/week internship. Hours will be scheduled Monday through Friday. Compensation is up to \$17.39/hour.

Internship Process & Timeline:

February- May: Application, Extensive Background Check, Interview & Selection Process

June - August: Summer Internship

- 1) By March 1:
 - a. Complete online application: <https://www.volgistics.com/ex/portal.dll/ap?AP=1757217599&OR=1>
 - b. Turn in *Release of Information Form*, which will be emailed to you after you have completed your application. Please return it to the Hillsboro Police Department at 250 SE 10th. Ave Hillsboro, Oregon 97123
- 2) Mid-March: Host interviews for those that have passed the initial background check (the candidate who passes the interview phase will be invited to complete a Statement of Personal History).
- 3) Early-April (April 1st): Turn in Statement of Personal History
- 4) Background Investigation and onboarding
- 5) Mid-June: Begin Internship

General Description of Duties:

- Community outreach to Washington County's Spanish Speaking Community to include but not limited to:
 - Researching and understanding the conflict resolution needs of the Spanish speaking community in Washington County
 - Dissemination of information to the public regarding conflict resolution services offered by the Department
 - Development of contacts in the community
 - Working alongside the current Spanish speaking Mediators in the Hillsboro Mediation program to revise materials, determine needs and distribute resources
 - Helping to ensure that the Mediation program functions in a way that is culturally appropriate, relevant and sensitive as Washington County's Spanish Speaking Community is engaged for the purpose of providing conflict resolution resources
- Assists with Manufactured Home Park outreach project
- Enhances communication and assists the Department in the delivery of quality service to meet the diverse needs of the community



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- Maintain the dignity and integrity of the Hillsboro Police Department
- Carry out duties as assigned promptly, reliably, and as communicated.
- Maintain a cooperative working relationship with staff and fellow volunteers.
- Stay within the scope of the assigned duties.

The ideal candidate will have:

- Knowledge of conflict resolution
- Knowledge of the Washington County Spanish speaking community
- Good interpersonal and communication skills
- Strong administrative skills and attention to details
- Ability to work with persons of diverse ages, races, ethnic and socioeconomic backgrounds, sexual orientations, etc.
- Be organized, punctual, reliable

Requirements:

- Must be currently enrolled in a "Conflict Resolution" or equivalent program at a college or University
- Must be Bilingual in Spanish and English
- No criminal law violations as evidenced through a criminal background check
- Completion or willingness to complete 32-hours of basic mediation training
- Must be legal to work in the United States
- Must be at least 18 years of age and be able to commit to the entire internship
- Must have a current and valid driver's license

How to Apply:

- 1) **Submit the online application by March 1st (link above)**
- 2) **Submit letter of interest and resume by March 1st, 2018 to:**
City of Hillsboro Human Resources Department
Attn: Jessica Stark
150 E Main St. – 2nd floor Hillsboro, OR 97123
Email: jessica.stark@hillsboro-oregon.gov (Mediation Summer internship in subject line)

Questions? : Jessica Stark, City of Hillsboro Human Resources Department
at jessica.stark@hillsboro-oregon.gov or 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.